

Administrative Review Report

Northern Ozaukee School District

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	12/09/2019
On-Site Review	12/17/2019	12/18/2019
Site Selection Worksheet	10/30/2019	10/31/2019
Entrance Conference	12/17/2019	12/18/2019
Exit Conference	12/18/2019	12/18/2019

Commendations:

Thank you to the FMSC Food Service Director, food service staff, and administration at Northern Ozaukee School District for your warm welcome, organized materials, and willingness to learn. We appreciate all that you do to feed your students healthy meals.

Recommendations:

Training

Visit the DPI School Nutrition Team's training website for upcoming trainings, webinars and other resources, <https://dpi.wi.gov/school-nutrition/training>.

Special Dietary Needs

All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the prototype Medical Statement for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on special dietary needs can be found on the DPI School Nutrition Team website (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). This flow chart gives guidance on special dietary needs, as well (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf>)

School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students **must meet the USDA meal pattern requirements** in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable

Disclosure

The information provided by the family on the free and reduced-price application is to be used only for determining eligibility for meal or milk benefits.

The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing](#)

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[Information with Other Programs](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).

For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template [Disclosure of Free and Reduced-Price Information](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

Note: aggregate data (just F/R numbers or percentages without a connection to individual names does not require prior parental sign-off before sharing and often times satisfies the request).

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Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	705	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Lack of consistency advertising meal charges on website, postings in the kitchen and in the Point of Sale (POS), etc.</p> <p>Corrective Action: Complete an internal assessment of where the prices are advertised and stored (i.e. software- POS, menus, parent handbook, website, FAQs for the application packet, etc.). The tiered pricing must be communicated to households. Update the food service website and submit an updated communication explaining the tiered pricing to households (ie. menus, letter to household, etc).</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Incomplete and inconsistent item description of Nonprogram Foods in Point of Service (POS), creating difficulties to understand and interpret.</p> <p>Corrective Action: Work with the software company to properly price, code and define items in system. Once the Nonprogram foods have been cleaned up, upload a copy of the "Item Master Report" into SNACS.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	711	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1.</p> <p>Corrective Action 1: Utilizing the Wisconsin Adult Meal Pricing Guide on the Financial Management web-page on the SNT website, determine the minimum price required for adult meals at your SFA. Notify SFA staff and update prices by the corrective action due date.</p> <p>Corrective Action 2: Upload the calculations used to determine the adult meal price and a copy of the communication sent to staff into SNACS.</p>

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		Corrective Action 3: Update the online contract with the updated adult meal price.
Form Name	Civil Rights (800 - 807)	
Question #	801	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Public Release was not distributed to the required locations.</p> <p>Corrective Action: Upload into SNACS the names of 3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
Corrective Action Status	Flagged	
Corrective Action History		<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for students that did not qualify after the 30 day carryover.</p>

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		<p>Corrective Action 1: Notify the households of the reduction in benefits and upload a copy of the adverse action letter into SNACS. Completed on site, no further action required.</p> <p>Corrective Action 2: Provide documentation that shows the BI list and POS have been updated with the correct eligibility 10 days after the notification is sent. Completed on site, no further action required.</p>
Site Name	Ozaukee Mid	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: FSMC recipes are consistently not updated to reflect what is actually happening in the kitchen. This could make it very difficult for employees to produce the planned menu. Menus are planned to offer the proper crediting and if the wrong products are used, errors could happen.</p> <p>Corrective Action: Please update and submit the following to SNACS</p> <p>Monday –</p> <ol style="list-style-type: none"> 1. Creation Station: Recipes for: Meat Sauce - ENT 008, Alfredo Sauce - ENT 015, Marinara Sauce - SAUCE 002 <p>Tuesday –</p> <ol style="list-style-type: none"> 2. Classic Café: Chicken Nuggets - production records indicate that schools should use product C522, this is a WI COMM product from SY 2018-2019, please update this information for clarity for staff. Please upload to snacs a statement of understanding and how this will be addressed in the future. <p>Wednesday –</p> <ol style="list-style-type: none"> 3. Classic Line: Pull pork recipe #ENT 070/SAND 031. Pork has no details, which pork is used, how much AP product. The recipe directions appears well thought through and written, but cut off at the bottom. Was this recipe used during the week of review?

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4. Hot Sandwich Bar: Documentation provided does not match production record. Was USDA 100036 or 10018 used? In this instance it may not really matter, but with other products the crediting may not be the same, so please be aware of this.
 - i. Ham, Sliced. Production record indicates that a USDA Hormel product is to be used. All USDA Ham products credit at 1.22 oz = 1 oz eq m/ma. Production record states that 1.95 oz = 1.5 oz (eq m/ma?) and that the school should provide 1.8 oz to students (= 1.25 oz eq per portion)
 - ii. Turkey, Sliced. Production records indicate that this is a Jenni-O product and that it is a WI COMM product. In the last two years WI has not had this product. USDA turkey pre sliced each one credits differently.
 - iii. Please verify each year which products are to be used, changes happen and staff will not be aware and students may not receive the amount the menu planner plans.
 - iv. Please upload into snacs documentation that indicates which products are being used and what the planned serving size/amount is.

Thursday -

5. Classic Café:
 - i. Chicken and Gravy Recipe #ENT 123 is not standardized to the kitchen it is prepared in. Could be confusing to employees listing a variety of different products to use.
 - ii. Garlic Mashed Potatoes Recipe #VEG 083 has no garlic in it. Is this an oversight?
6. Creation Station:

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		<p>i. Chicken Tenders, please upload the documentation indicating crediting and nutritionals</p> <p>ii. Was an additional grain offered at this station?</p> <p>Friday -</p> <p>7. Creation Station:</p> <p>i. Production record lists Hot Dogs, cut up (1/2 frank) how do the employees know how much of the frank they are serving students once they are cut up? PR list spoodle, which size?</p> <p>ii. PR also lists Oscar Meyer, 10 lbs. Documentation provided is Smith Field hot dogs. Please update PR.</p> <p>8. Missing recipes:</p> <p>i. Cheese Sauce R#041</p> <p>ii. Chili R#021</p> <p>iii. Please upload these recipes to SNACS</p>
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/21/2020	1376	501	Administrative Review	Ozaukee Mid	FSD			
Comments					Created By		Created Date	
Best Practice would be to continuously train and remind staff how to make a reimbursable meal, given each day's menu.								
01/21/2020	1375	404	Administrative Review	Ozaukee Mid	FSD			
Comments					Created By		Created Date	
A best practice to help educate the students at Northern Ozaukee School district would be to have Garden Bar signage indicating the amount of each item that equals a quarter cup or half cup serving. DPI website has signage that could be very helpful.								
01/21/2020	1374	404	Administrative Review	Ozaukee Mid	FSD			

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Comments					Created By		Created Date	
The posted menu does not list anything but meat based entrée's. Vegetable and Fruits should also be listed so parent know what their children are being offered at lunch daily.								
01/08/2020	1253	1400	Administrative Review	ALL	FSD			
Comments					Created By		Created Date	
The sanitarian sited the SFA for not having an approved certified food manager for the establishment. The employee who had the certification is no longer at the SFA. The sanitarian stated that someone needs to obtain a certified food manager certificate within 90 days (by Feb. 10, 2020)								
01/03/2020	1239	212	Administrative Review	ALL	Verifying Official			
Comments					Created By		Created Date	
Household did not respond until the letter was sent notifying the household that they would be going to a paid status. After the household submitted documentation, another letter should have been sent notifying the household that their benefit would remain the same.								
01/03/2020	1238	208	Administrative Review	ALL	Determining Official			
Comments					Created By		Created Date	
The Confirming Official should not be signing every application. They only sign the application during the confirmation review of the application(s) selected for Verification.								